TRAIN THE TRAINER TRAINING

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Train the Trainer Training

COURSE LENGTH: 3.0 DAYS

As a professional trainer, you also have to undergo training to gain knowledge of the newest methodologies and techniques used in the training industry. Whether you are an experienced trainer or someone new to the training industry wanting to strengthen your training capabilities, this Train the Trainer training course from PD Training presents the most up-to-date trends and strategies on how to train people. This course will demonstrate how to become a facilitator of learning, not merely a presenter. You will build self-confidence, connect with your audience and leave your trainees admiring your training abilities.

Always take note that the success and effectiveness of training largely depends on the qualities of the trainer. Hence, it is also vital that the trainer update and hone his or her skills. This Training the Trainer course provides participants an introduction to primary training and presentation skills like understanding the various elements of a competent training program: planning, designing, implementing, marketing, connecting and delivery.

These fun, high-energy training courses are delivered by experienced professionals throughout Malaysia and Kuala Lumpur.

This Train the Trainer training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a quote or enroll now into the next public course date.

TRAIN THE TRAINER TRAINING COURSE OUTLINE

FOREWORD

This is a high impact, high intensity train the trainer course designed for workplaces that need trainers who will hit the ground running as soon as possible.

This is not a box ticking exercise for passing assessments, this is for people who require the skills to train in today's professional workplaces.

This **Train the Trainer** Training Program is designed to benefit employees that are being asked to design and/or deliver training in the workplace. Participants learn about the learning needs of adults, planning and developing different types of training and delivering and assessing the success of the training.

OUTCOMES

After completing this course participants will be able to:
- Design a training course targeted for adult learners
- Plan the delivery of a course by ensuring that all the key elements of effective training are present
- Learn how to communicate one's message effectively
- Develop techniques to overcome barriers to learning
- Prepare and deliver a training session
- Learn to construct assessments to validate the learning
- Gain techniques for providing encouragement and coaching during the training process
- Create post-course evaluation forms
- Evaluate their peers and also receive feedback from them during class

MODULES

Lesson 1: Getting Started
- Welcome
- Workshop Objectives
- Expectations
- What are Your Expectations of Today?
- Getting Off on the Right Foot
- Ground Rules
- Characteristics of a Trainer
- Reflection

Lesson 2: Your Personality Style and Training
- REACH Review
- Comprehensive Training Guidance
- Reflection

Lesson 3: The Fundamentals of Training
- Three Pillars of Learning
- Effective Workplace Training
- Identifying Participants' Needs

Lesson 4: Learning Preferences
- One Learning Preference Doesn't Fit All
- What's my Learning Preference?
- Reflection

- Accelerated Adult Learning
- Instructional Methods
- Reflection

Lesson 5: How to Plan and Structure your Training
- Session Planning
- Course Structure
- Introduction Session
- Organising the Content
- How to Develop a Session Plan
- Reflection

Lesson 6: Creating Your Lesson Plan
- Introduction
- Main Content - Body
- Conclusion
- Reflection

Lesson 7: Assess the Learning
- Assessment and Evaluation
- Functions of Assessment
- Tools
- Reflection

Lesson 8: Verbal Communication Skills
- Para-Verbal Communication Skills
- Reflection

Lesson 9: Effective Listening
- Listening vs Hearing
- Reflection

Lesson 10: Non-Verbal Communication Skills
- Understanding Body Language?
- How to Read Body Language
- How to Project Positive Body Language
- Reflection

Lesson 11: Asking Good Questions
- Questioning Styles
- Questioning Techniques
- Reflection

Lesson 12: Choosing Activities
- Types of Activities
- Choosing the Right Activities
- Reflection

Lesson 13: Preparing the Workshop
- Materials Needed for a Running a Course
- Setting Up the Physical Location
- Reflection

Lesson 14: Delivery Tips and Trick
- Build Presentation Mechanics
- Training Aids
- Delivery Tips:
- Reflection

Lesson 15: How to Manage Challenging Situations and Personalities
- Barriers to Learning
- Self-Control
- 8 Tough Personas in a Group Training
- Lead by Example
- Handling Challenging Situations and Interruptions
- Reflection

Lesson 16: Feedback
- Principles of Feedback
- Types of Feedback
- Feedback Delivery Tools
- Feedback Using the SBI model
- Reflection

WEB LINKS

- ➢ [View this course online](#)
- ➢ [In-house Training Instant Quote](#)